

12/8/15

16E3.

**Minutes of the Regular Meeting  
Of the Board of Library Trustees  
October 5, 2015**



TRUSTEES PRESENT: Betsy Megas, Peter Yoon, Ashish Mangla, Barbara Vance

EXCUSED ABSENCE: Kathy Watanabe

STAFF PRESENT: Hilary Keith, City Librarian  
Hillary Brookshire, Senior Library Assistant-Administration  
Nan Choi, Librarian II, Youth & Extension Services  
Angela Ocana, Librarian I, Northside Library

MEMBERS OF  
THE PUBLIC: Jan Hintermeister  
Robert Fitch  
Henry Fant

MATTERS FOR COUNCIL ACTION:  
None

**I. CALL TO ORDER**

Chair Megas called the meeting to order at 6:34 p.m.  
The City Librarian introduced the Library's new Assistant City Librarian Paul Sims.  
Members of the public were introduced to the Board.

**II. MINUTES OF THE AUGUST 3, 2015 MEETING**

Chair Megas asked for comments or corrections to the minutes of the August 3, 2015 Board of Library Trustees meeting. Trustee Megas noted a minor correction on Page 3 of the August 3, 2015 minutes. There being no further corrections, Trustee Vance made a motion to accept the minutes as amended, seconded by Trustee Yoon. The motion passed unanimously.

**III. CORRESPONDENCE**

Library patron Henry Fant addressed the Board about his concern about the changes in displaying current and past issues of periodicals in the Library. Mr. Fant said he had been coming to the Santa Clara City Library since he was 8 years old and noticed that after all that time the system had suddenly changed. Library patrons are now able to check out current issues of periodicals for a period of one week. Mr. Fant felt it didn't take one week to read a magazine and in that time it prevented other patrons interested in current issues of having the ability to read them. He suggested allowing checkout of current periodicals one hour before closing time and require that they be returned within one hour of opening time the following day. Having presented his position, Mr. Fant thanked the Board for listening and left the meeting. The City Librarian stated that she would consult with Library staff to see if they had received any public comments, and that the Board would discuss periodicals at a future meeting.

Library Patron Jan Hintermeister addressed the Board about his concern of not being allowed to post his event flyers at the Northside Library. He handed out copies of his presentation to Board members. He was told by Northside Library staff that he was not eligible to display his flyers unless his event(s) were sponsored by the City of Santa Clara or took place in the City of Santa Clara. He was told his events didn't qualify for posting. His request: Modify the policy to allow a wider scope of information to be posted at Northside Library. Staff should deal with the issue of 'not enough space' and find more space so more information can be posted. He would like to see direction from the Board back to staff regarding this issue. The City Librarian stated that the Library's policies had not been updated since the opening of the Northside Library and needed to be reviewed and revised to cover the new branch. For now, the Northside Library was abiding by the policy that covers the other libraries. The City Librarian also suggested that Mr. Hintermeister's flyers/information could also be distributed by social media, but Mr. Hintermeister said he would like to use every avenue to reach the public, including paper flyers.

Library Patron Robert Fitch addressed the Board about "old fashioned paper". He had noticed that the Library had gotten rid of historic newspapers and replaced them with online pictures. He believes that paper is a useful thing and the Library should make space for 'old paper'. It is in keeping with human lines of communication.

#### **IV. GIFTS**

##### **A. Library Foundation**

None

#### **V. PUBLIC PRESENTATIONS**

##### **A. Library Foundation**

Trustee Vance stated that Foundation news would be reported at the November 2015 meeting.

##### **B. Presentation by Youth and Extension Services Staff on Teen Programming**

Nan Choi, Librarian II in Youth & Extension Services, and Angela Ocana, Librarian I at the Northside Library reported on recent developments and programs in Teen programming. Nan reported on Teen activities at Central Park Library, and Angela spoke about Teen programming at Northside Library. Teens will enjoy a craft and movie night on Monday nights, will be welcomed into community service programs that earn their points at school, participate in college prep practice testing for PSAT/SAT with Kaplan and learn strategies to improve scores. The SAT next year will be a different test, so the Library is helping teens to transition to the new test. Teens at the Library will partner with the Teen Center for National Monopoly Night, and present/create new ideas at a mini maker faire in Santa Clara. In October, the Library sponsors Teen Read Week where teens can read and write about the books they read. There will be a Halloween Party in the Redwood Room, and a Fright Fest for Teens at Northside Library.

#### **VI. OLD BUSINESS**

##### **A. Mission Renovation**

The City Librarian reported that a request for proposal will be sent out to architects in one week, followed by a preliminary walkthrough of the Mission Library. Community input sessions will also be held. The scope of work has been expanded somewhat. The renovation will help bring the Mission Library back to being a vital part of the community.

**B. Mission Library – 60 Years Celebration October 2015**

The Mission Library staff is planning programs for their 60 days to the 60<sup>th</sup> anniversary party. There will be a 50's theme, the gazebo will be decorated, and a sock hop and parade around the circle are planned as part of the festivities. Programs for the event will be sent to Board members. Mission Library is coming back to life.

**C. Carpeting – Possible Library Closure Dates**

The City Librarian reported that, because of fumes from the new carpet and installation materials, the library will be closed for from December 9, 2015 to January 2, 2016. An advertising campaign prior to closing Central Library will offer Northside and Mission Libraries as alternates. Trustee Vance asked if there would be expanded hours at Northside and Mission libraries, and the City Librarian said that may be a possibility. Trustee Mangla asked if there would be mobile vans available, but manning and stocking them would be an issue. The City Librarian stated that the Central Library's lobby will be open and a "pop-up" library may be available. Trustee Vance stated that patrons could check out as many books as possible before closure. Having a computer in the Central lobby could be used to assist patrons look up materials they want and library staff could retrieve them from shelves, if possible. Paul Sims stated that the carpeting will take 24 hours to cure in place.

**D. Re-opening with New Refreshed Collection and Carpet**

When the Central Library reopens, \$300,000 of new materials will be on shelves. The Library's computer systems will be updated to Sierra, with Encore Duet and Encore Migration part of the process. There will be new configurations of furniture at the main Boulevard on the first floor.

**E. Fine Free for Juvenile Materials**

The City Librarian stated that so far there have been no complaints or problems with this change. Trustee Mangla stated that the change would be good as long as there were not problems or abuses. Paul Sims stated that this was one of the best things we could say to parents and kids. If a book is beyond it's due date but then comes back, it's a good opportunity to discuss the responsibility of borrowing Library materials.

**VII. NEW BUSINESS**

**A. Periodicals**

The City Librarian stated that Zinio is available to patrons on demand. Patrons can check out an iPad and read magazines here or at home. A one-week checkout period has been instituted for remaining on-the-shelf periodicals. Reducing the number of paper periodicals will save the Library \$7,000-\$10,000 per year. Library staff time will be reduced as magazines will no longer be put in and taken out of plastic covers.

**B. Library Posting Policy**

The City Librarian stated that this subject will be placed on next month's agenda for Board discussion and to add Northside Library.

**C. Board of Library Trustees – Meeting Schedule for 2016**

The Board discussed the 2016 meeting schedule, noting that they would like to designate specific months to hold a meeting at Northside Library and Mission Library. Meetings at Mission Library will be held in November of each year, and meetings at Northside Library will be held in December of each year. The Board wanted to add a meeting in April as part of the regular schedule. For 2016, the April meeting will be held on April 4, 2016. Trustee Yoon made a motion to accept the 2016 meeting schedule with the above revisions, with a second from Trustee Mangla. The motion passed with a unanimous vote.

**D. Santa Clara City Library – Holiday Schedule for 2016**

The Board reviewed the Santa Clara City Library-Holiday Schedule for 2016. Trustee Mangla made a motion to approve the Holiday Schedule as written, with a second from Trustee Vance. The motion passed unanimously.

**VIII. CITY LIBRARIAN'S REPORT**

**A. Library Monthly Report – July 2015**

This report will be reviewed at the next Board meeting. Paul Sims stated that the monthly report structure and content was being reviewed. The Adult Services staff is using a new statistics-tracking program, Libanalytics, that will be presented to the Board.

**B. Activities**

The Library Foundation and Friends will be holding their Chocolate Party/Volunteer Recognition event. Will a Board member speak at the Mission Library's 60<sup>th</sup> Anniversary Celebration? The suggestions submitted by Library patrons were reviewed by the Board. There were a few criticisms of the new website format – too mixed with the City's content.

**C. Personnel**

The Northside Library has a new Library Assistant I, Andy Paul, from the Martin Luther King Library.

**IX. MATTERS OF TRUSTEE INTEREST**

Trustee Mangla noted that some of the Northside programs for children should also be presented at the Central Library. The City Librarian stated that the Central library has a more traditional base and is more geared to traditional programs. Trustee Mangla suggested there be more tech programs at Central Library for kids ages 3 – 5 years. The City Librarian suggested that an item be added to the agenda, "Future Agenda Items".

**X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL**

None

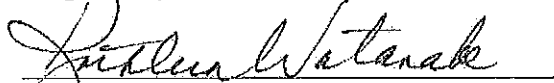
**XI. CALENDAR**

- A. Monday, 10/12/15, Columbus Day – City Holiday – Library Closed
- B. 11/2/15, Board of Library Trustees Meeting – Board Room – 6:30p.m.

**XII. ADJOURNMENT**

There being no further business, Trustee Mangla made a motion to adjourn the meeting at 8:30 p.m. to Monday, November 2, 2015 in the Central Library Board Room, with a second from Trustee Vance. The motion passed with a unanimous vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Kathleen Watanabe', written over a horizontal line.

Kathleen Watanabe

Secretary to the Board of Library Trustees